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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 23 April 1953

FROM : Chief, Real Estate &amp; Construction Division

SUBJECT: Weekly Activity Report  
17 April to date.1. General:

- a. Space for the I&S Office [REDACTED] - Present lease expires 30 June 1953. GSA has received bids with the result that a lower rental in a different location is possible. It has been deemed necessary to remain in present location due to security requirements and cost of moving. Administrator, GSA, is authorized to negotiate leases under certain conditions. Efforts are being made to have GSA negotiate a lease for present space which may require a letter from DCI to Administrator, GSA.

25X1A6a

25X1C4a

25X1A

*Carl,*  
*Who is going to effect?*  
*28.*

Preparation of Agency Regulations: - Initial draft of headquarters regulations is being revised. Each subject is being written as a separate regulation, i. e. acquisition, construction, and utilities.

2. Projects and Studies in Process:

25X1A2g

a. Construction & Utilities:

- (1) Project [REDACTED] (Commo): - Progress of construction continuing.
- (2) Project [REDACTED]: - Progress reports not being received by WH Div.
- (3) [REDACTED]

25X1A2g

(a) Construction plans, specifications, etc. forwarded to prospective bidders.

(b) List of equipment and/or material requiring

long lead time discussed with Chief of Logistics  
(20,000 procurement items estimated).

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(c) Project approved by PRC on 22 April, pending signature of DCI.

- 25X1A2g (4) Project [REDACTED] (Training):- No change. C&R Div.  
25X1A6a briefed by Chief, Construction Engineering Br.,  
25X1A2g re facilities existing at [REDACTED] on informa-  
25X1A2g tion that installation is to be declared excess to  
25X1A2g needs of Project [REDACTED] and available to Project  
25X1A2g [REDACTED]
- 25X1X7 (5) Project [REDACTED] (WE Supply Base):- WE Div., DD/P,  
to request [REDACTED] contact to furnish contractual  
25X1A2g agreements for review by DD/A.
- 25X1A2g (6) Project [REDACTED] (Training):- Copies of Amendment  
#3 forwarded to Finance Div.
- 25X1A2g (7) Project [REDACTED] (Commo):- Office of Commo  
revising specifications in accordance with their  
25X1A6a requirements.
- 25X1A6a (8) [REDACTED] Survey of Water Supply System (Commo):-  
(a) Survey completed and recommendations being  
made to Chief of Logistics.
- 25X1A6a (9) [REDACTED] - Requirements to be furnished  
25X1A6a this Div. on 24 April. Commo has tentatively selected  
[REDACTED] and construction estimate will be prepared  
upon receipt of requirements. This estimate will be  
used for inclusion in the study for PRC approval.  
Proposed schedule of occupancy by end of calendar year.  
This would require the completion of facility by 30  
25X1A6a Nov. (in view of this schedule, it will be necessary  
to extend the lease on [REDACTED], present  
location of Commo laboratory, until the end of the  
calendar year).
- 25X1A6a b. Real Estate:-
- (1) Use of four acres of land at [REDACTED] (Commo):-  
Station in operation. Fencing and road improvements  
pending receipt of security requirements. Draft of agree-  
ment with D. C. Government for electrical service returned  
to Corporation Counsel's office for final form and execu-  
tion.
- FOIAb3b1 (2) [REDACTED] - Station in  
operation. Fencing pending receipt of security require-  
ments. Road improvements being accomplished.

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25X1A7b

25X1A7b

- (3) Eight additional dependent houses for [REDACTED]  
[REDACTED] Construction of the eight houses under fixed price in lieu of cost-plus-fixed-fee is pending receipt of proposal from Contractor.

25X1A6a

- (4) Extension of [REDACTED] for use as office space by NEA/DD/P:- Staff study received and approval recommended. No indication received as to PRC action.

25X1A7b

- (5) Lease of 30 houses and Bachelor Officer Quarters for [REDACTED]. Report has been prepared indicating accomplishments made by RE&C representative on this trip and is being forwarded to the Chief of Logistics today.

25X1A6a

- (6) Lease of Dependent Quarters for Commo Personnel on [REDACTED]- RE&C representative has prepared a report on subject for use in providing a solution to the problem.

25X1A6a

2. (7) Installation of vault in I&S, [REDACTED]- Pending clarification of continued occupancy.

- (8) Metropolitan Area Warehouse:-

25X1A6a

- (a) [REDACTED] Warehouse:- Matter of removing improvements is being determined for final negotiation with the lessor.

25X1A6a

- (b) [REDACTED] Warehouse:- Extension and termination of lease to be handled by General Services Office. All files will be transmitted thereto in accordance with instructions from ADD/A.

25X1A6a

- (c) [REDACTED] Warehouse:- Plan prepared indicating outside storage area required and auxiliary buildings as proposed. Prints transmitted to Office of General Services for use by PBS in negotiating with owner.

25X1A6a

- (9) Office space for [REDACTED]- Request for space in another building still being discussed with GSA. (Present space in [REDACTED] unsuitable).

25X1A6a

- (10) Storage area for Mobile Communications Equipment (Commo):- Space at [REDACTED] presently being utilized by Commo.

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(11)

[REDACTED]

- (12) Acquisition of additional space in [REDACTED] for DD/P:- Field requested to furnish more detailed information.

25X1A6a

- (13) Furnishing of leased house at [REDACTED] for NEA:- Lessor requests an advance of \$2,000 rental in order that he can furnish house in accordance with terms of lease. Matter being discussed with [REDACTED]

25X1A6a

25X1C4a

(14)

[REDACTED]

25X1A12

(15)

[REDACTED]

25X1C4a

3. Other Items of Interest: None.

4. Special Problems:

- a. Approval of Projects by PRC:- Several instances have come to the attention of this Division where PRC and the DCI have approved real estate and construction matters and the action was taken by the field without our coordination. Copies of cables and studies being furnished this Division for information only. One instance of this is presently being questioned by Finance Division. The authorization of renovations of certain leased quarters in [REDACTED] It is apparent that the cost of renovations in many instances greatly exceed the regulation limitation of 25% of the first year's rental. This matter is presently being discussed with Admin/DDP to ascertain the justification for exceeding the prescribed limitation.

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5. Major Objectives:

- a. Establish world-wide real estate reporting and records procedure for proper accountability.

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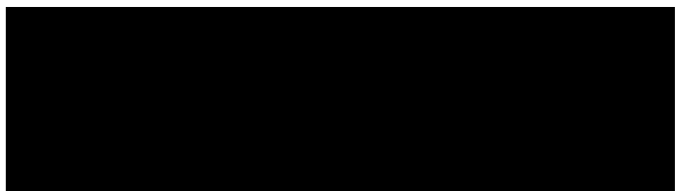
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- b. Initiate a planned field inspection program to insure good facilities and utilities management and to furnish technical advice to installation commanders.
- c. Train personnel to fill the expanding Agency requirements for installation engineers, in conformance with the Career Service Program.
- d. Actively assist in the development of world bases and other foreign facilities.
- e. Affirm the Division's mission and responsibilities and accomplish assigned workload through proper alignment of functions and procurement of qualified personnel.
- f. Guide the architectural and engineering planning and supervise the construction of the following special interest projects: [REDACTED] and (4) [REDACTED]
- g. Improve liaison and understanding with those in Department of Defense who assist in contract negotiations.
- h. Stabilize the activities of the Safe House Branch by improving records and delineation of functions.

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